

**MINUTES FOR  
PROJECT ENGINEERS MEETING  
Monday, September 24, 2001  
11:00 am, Conference Room 'C'**

1. Safety Meeting.....Darlene Yarborough  
No reported safety incidents this quarter. She reported on new bicycle helmet laws.
2. Letters ..... Ricky Keith  
Letters that go out of the office under Tim's signature should list a contact person and phone number for the Squad Leader or Project Engineer that is responsible for the project. We still have letters going out with Tim's signature and initials only.
3. Tech V Catalog..... Ricky Keith  
If you have Tech V's in your project group, work with them on their individual assignments to come up with reasonable PM times that you can agree on. We will begin to work on catalog times for Tech V PM shortly. I need to know if you or any of your employees helped Norm Miller on the original draft of the PM Technician Catalog.
4. Hydro Reports & Bridge Layout ..... Ricky Keith  
Continue to coordinate closely with Hydraulics on the layouts and span lengths that they provide us on stream crossings. If you feel that a different span arrangement would better suit the bridge design for that site then discuss it with them. Also if the new bents or end bents fall right on top of old substructure units we might want to look at shifting them slightly to avoid construction problems.
5. 50 Ton Piles .....Rodger Rochelle  
For almost all normal bridge replacement projects. Soils will now be specifying 12" piles at 50 tons. They will no longer be specifying 10" piles. If you have questions, see Rodger.
6. Performance Management.....Tim Rountree & Ricky Keith  
Just a reminder that you need to have you employees' mid-term review done by the beginning of October. Write a development plan for any KR or Dimension at a below good level. I will meet with my project engineers either the first or second week in October. Do not total a numerical score on the PM form. Show only "O", "VG", "G", etc.
7. New Specs ..... Tim Rountree  
All plans to be let January 2002 or later will need to be brought up to the new specs. If you have a hardship on a project that has moved see Tim.

8. Interview Procedures ..... Tim Rountree  
Be sure to follow proper interview procedures during the interview process.

9. 3-Sided Culverts ..... Tim Rountree  
We might be seeing requests for more of these, especially in environmentally sensitive areas.  
Work closely with Hydro and Soils when you have one of these.

10. Other

GRP - Railroad - on your Preliminary General Drawings please make sure these have been checked and reviewed prior to submission to the Railroad. See Greg if you have questions about what to show. Do not show the theoretical section.

Tom Koch - NCBDS representative from your project group should be able to answer a lot of questions that your group may have.